

# January 1, 2003

## Montana Medicaid Notice

### Private Duty Nursing Providers

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#### Private Duty Nursing Services Require PASSPORT Approval

Effective February 1, 2003, all PASSPORT To Health clients who are receiving Private Duty Nursing services are required to have the client's PASSPORT primary care provider's approval to be reimbursable by Medicaid. If the PASSPORT provider number is not included on the claim it will be **denied**.

PASSPORT To Health Managed Care Program is Montana's primary care case management program in which about 70% of Medicaid clients are enrolled. The PASSPORT mission is to manage the delivery of health care to Montana Medicaid clients in order to improve or maintain access and quality while minimizing use of health care resources. The client chooses a primary care provider and that provider manages the client's health care as most services must be provided by or referred by the client's primary care provider.

Please follow these important PASSPORT guidelines:

- **Obtain PASSPORT Approval** - Before providing each service review the client's Medicaid eligibility and enrollment into the PASSPORT Program. Check the client's Medicaid card or use one of the automated systems to obtain the name and telephone number of the PASSPORT provider. PASSPORT approval pertains to a specific service and includes a specified date range and service limit. (Do not use the PASSPORT number unapproved.)
- **Document PASSPORT Approval** – PASSPORT approval may be given verbally or in writing but must be documented in the client's file or a telephone referral log.
- **Submit PASSPORT Approval** – After receiving approval from the PASSPORT provider, include that PASSPORT provider number in box 17a on a HCFA/CMS-1500 claim form.

**Note:** The prior authorization process through the Mountain Pacific Quality Health Foundation is still required and there is no change in the prior authorization process.

This provider bulletin is posted on the Medicaid Provider Information website at <http://www.dphhs.state.mt.us/hpsd/medicaid/medpi/medpi.htm>.

For further information on the PASSPORT To Health Program, consult the *General Information For Providers* and *General Information For Providers II* manuals (also on the website). If you have questions or require additional information, please call Provider Relations at the number on the back cover of this publication.

#### Contact Information

For more information and to obtain enrollment packets, access the Provider Information website:  
**<http://www.dphhs.state.mt.us/hpsd/medicaid/medpi/medpi.htm>**

For questions or enrollment information, contact Provider Relations:

**Provider Relations in Helena and out-of-state: (406) 442-1837**  
**In-state toll-free: 1-800-624-3958**